# **Engineering Review Permit Application**

### APPLICATION OVERVIEW

### **ENGINEERING REVIEW PERMIT**

This application provides the information necessary to apply for an Engineering Review Permit (ERP). An ERP is issued after the engineering plans and associated documents required to construct a project are reviewed and approved. The purpose of an ERP is to ensure that site improvements associated with a land use application (clearing, grading, utility work, road construction, etc.) comply with conditions of approval, the Newcastle Municipal Code, the Newcastle Public Works Standards, the currently adopted King County Surface Water Design Manual, and other applicable engineering standards and guidelines. No site work may commence until an Engineering Review Permit has been approved and a Notice to Proceed issued.

#### FILING OF APPLICATION

An application fee from the latest adopted fee schedule is required at the time of filing. A development review deposit will also be required at filing. The deposit will be applied toward review of the submittal by City staff and their consultants, and City inspection during construction of required improvements. Contact Community Development prior to filing for the deposit amount.

You must submit all of the application documents listed on the following pages to complete your application. You will be formally notified once the City has determined your application to be complete. Once a complete application is received, the plan reviewer managing the project circulates copies for review to the Building Official, the project planner, and the City's consulting wetland biologist, surface water engineer, and geotechnical engineer, as applicable.

#### **60-DAY RESPONSE REQUIRED**

Throughout review of an ERP, the City of Newcastle requires submittal of requested materials or fees within 60 days of the date of request. If the additional information is not submitted within that time, the City may consider the application withdrawn.

#### **APPROVAL**

Once the Engineering Review Permit has been brought into compliance with all conditions of approval, and applicable codes and policies, and has been approved by Community Development and Public Works, the permit is issued by the Director of Community Development. No work associated with the ERP may commence until the Director of Community Development has issued a Notice to Proceed following a required pre-construction meeting and site inspection(s). Note: ERP plans expire one year from the date of approval.

## REQUIRED APPLICATION DOCUMENTS

The following documents are required for a complete submittal. Please provide an electronic copy of each as well as the noted paper copies.

- 1. **Application (attached):** Submit one copy.
- 2. Application Fee and Deposit: Make checks payable to the City of Newcastle.
- 3. Agreement to Pay Fees: Submit one copy.
- 4. **Environmental Checklist**: Submit three copies.

The State Environmental Policy Act (SEPA) checklist is only required if:

- 1) SEPA review was not required for the associated land use application, and
- 2) Proposed site work exceeds the SEPA thresholds established in NMC Chapter 14.05. All items should be answered as concisely and candidly as possible. If information requested does not apply to the proposed project, enter "N/A" (not applicable).
- 5. Approved Preliminary Plat, Short Plat or Site Plan: Submit two copies.
- 6. Engineering Plans: (See following page for submittal requirements.) Submit five copies.
- 7. **Technical Information Report**: Submit two copies.
- 9. **Geotechnical Report:** Submit two copies, if not previously submitted for land use application.
- 10. Critical Areas Report: Submit two copies, if not previously submitted for land use application.
- 11. Proof of Liability Insurance: Will be required prior to issuance of the ERP permit.
- 12. **Performance Bond(s):** Will be required prior to issuance of the ERP permit.
- 13. **Permits:** Copies of other required or issued permits (HPA, NPDES, Forest Practices, etc.) associated with the project Will be required prior to issuance of the ERP permit. .
- 14. **Additional Information:** Provide two copies of any additional pertinent information. The City of Newcastle may at any time request additional information or studies for review purposes.

## **CONTENT OF ENGINEERING PLANS**

Content and format of engineering plans shall comply with requirements for Site Improvement Plans detailed In Chapter 2 of the King County Surface Water Design Manual as currently adopted.

ERP plan sets shall include the following plan sheets (<u>Submit four copies of each</u>):

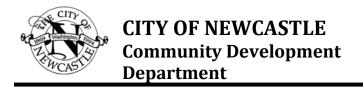
- 1. Project Information/Cover Sheet
- 2. Boundary and topographic survey.
- 3. Erosion and sediment control plan and details.
- 4. Grading Plan
- 5. Road and drainage conveyance plan and profiles.
- 6. Drainage facility (vaults, ponds) detail sheets.
- 7. Composite utility plan.
- 8. Traffic signing and channelization plan.
- 9. Wetland mitigation plan, if applicable
- 10. Tree retention plan, if applicable
- 11. Landscape Plan, if applicable
- 12. Structural Plans, if applicable



# **CITY OF NEWCASTLE Community Development Department**

# MASTER LAND USE APPLICATION

Project Name:		
Parcel Number:		
Tarter Hamber:		
Project Description:		
Type of Permit Required	Applicant	
Site Plan	Name	
Boundary Line Adjustment	Address City & State	
RCBSP/Binding Site Plan	Zip	
Comp Plan	E-mail	
Legal Lot Status	Phone	
Pre-Application Conference	Signature	
Developer Agreement		
Engineering Review Permit (ERP)	A	
Preliminary Plat/Short Plat	Agent (Primary Contact if not the same as above)	
Final Plat	NameAddress	
Critical Area Review/Reasonable Use	City & State	
SEPA w/ Project	Zip	
SEPA Only	E-mail	
Misc.	Phone	
Required Information		
Zoning Designation:	Owner	
International Building Code: 2015	Name	
Occupancy Type:	Address	
Construction Type:	City & State	
# of Lots/Units:	Zip	
Value of Existing:	E-mail Phone	
Value of Proposed:	Signature	



# **Engineering Review Permit Application**

PROJECT DETAILS	
NAME OF ASSOCIATED LAND USE APPLICATION	CITY FILE NUMB
PROJECT LOCATION	
PARTY RESPONSIBLE FOR PAYMENT OF FEES	
PHONE NUMBER	EMAIL ADDRES
STREET ADDRESS, CITY, STATE, ZIP	
CONTRACTOR	
STATE CONTRACTOR'S LICENSE NUMBER/EXPIRATION DATE	NEWCASTLE BUSINESS LICENSE NUMBE
PHONE NUMBER	EMAIL ADDRES
STREET ADDRESS, CITY, STATE, ZIP	
ENGINEER	
PHONE NUMBER AND EMAIL ADDRESS	
STREET ADDRESS, CITY, STATE, ZIP	
PROPERTY OWNER'S AUTHORIZATION:	
hereby authorize the submittal of an ENGINEERING REVIEW PER	
N THIS APPLICATION, and nameand for the receipt of all unexpended fees pertaining to the review.	as the responsible person for all decisions we and approval of the PERMIT.
Signed (Fee/Contract Owner):	_
Date:	NOTARY
Signed (Notary):	STAMP
Printed Name:	
My Commission Expires:	
Date:	

PRO	DJECT DETAILS
1.	Please provide a detailed description of existing conditions and proposed site work:
2.	Number of cubic yards to be excavated:
3.	Number of cubic yards to be filled:
4.	Will this be a balanced cut and fill entirely within the site?   Yes   No
a)	If no, will fill be brought on site?  Yes  No
b)	From where does the import fill originate?
c)	Does the fill contain any potential hazardous materials?   Yes No
d)	Will excavated materials be taken off the site?   Yes   No
e)	If yes, where will the materials be deposited?
f)	Please provide the grading permit number at the deposit site: